**July 2018**

BOARD OF EDUCATION POLICIES

LOGAN UNIFIED SCHOOL DISTRICT NO. 326

LOGAN, KANSAS

ADOPTED, JULY 1966

REVISED ANNUALLY

LLOYD SCHNEIDER, PRESIDENT

JOAN LONG, CLERK OF THE BOARD

**An Equal Employment/Educational Opportunity Agency**

USD 326 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Michael Gower, 305 N. Sherman, Logan, KS 67646, 785-689-7595 has been designated to handle inquiries regarding the non-discrimination policies.

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***BOARD OF EDUCATION POLICIES AND REGULATIONS***

**LOGAN UNIFIED SCHOOL DISTRICT #326**

FOREWARD

 In order that all employees, licensed and classified, of Logan Unified School District #326 (hereafter called “USD #326”) may better understand their duties, responsibilities, and privileges in the local schools, this book of policies has been prepared. Herein are set forth the policies and regulations of the board of education (hereinafter called “the board”). As the laws of the state delegate and define the power and authority of local boards of education, the local board, in the following pages, has, in turn, defined the power and authority delegated to those in its employ. It has been found that a written statement of board policies placed in the hands of those responsible to the board has contributed to the attainment of a higher degree of efficiency in the operation of our schools.

 *The establishment of long-range policies is the most important single function of the board.* By the establishment of such policies in written form, the employees of the board may proceed with the assurance that they are administering the school system in accordance with the wishes of the governing body.

 The following policies have been given careful consideration before adoption or revision by the board. All policies will be periodically reexamined and amended as wisdom or conditions may require. New policies will be adopted as they are needed in the interest of progress in the district. May the contents found herein serve adequately as a guide toward achievement of the “best education” possible for the students of the community served by USD #326. These policies shall apply to Logan Unified School District #326, Phillips County, Kansas. (Adopted: 1984-85)

 A board approved School Improvement Plan is on file with the clerk of the board (hereafter called “the clerk”) and available for inspection.

(Adopted: 9-11-1995, Revised: 6-25-2012)

***ARTICLE I*—BOARD OF EDUCATION, GOVERNING RULES**

*Section 1* – Officers – The president of the board shall act as presiding officer at all meetings of the board, and at all public hearings in which the board is conducting business. In the event of the inability of the president to preside, the vice-president of the board shall preside. The superintendent of schools (hereafter called “the superintendent”) shall direct each item of business as administrative head directly

to the president of the board wherein it concerns matters pertaining to school administrative policy.

*Section 2* – Agenda – The superintendent shall endeavor to deliver to each member of the board, in advance of the designated meeting, a written agenda of business to be considered, having previously or at the same time delivered to each member a copy of the minutes of the last meeting.

*Section 3* – Voting – Voting shall be in such a manner as desired by the president of the board, and shall be recorded in the minutes. (Adopted: 8-2-73) An abstaining vote will be counted as a “no” vote and a recording of the number of “yes” votes, “no” votes, and abstaining votes will be made. A roll call vote may be called for by any board member at any time. (Adopted: 6-8-1981, Revised: 6-25-2012)

*Section 4* – Order of Business – The order of business at any regular meeting shall be established by the board and it may consider the importance of an item or its occurrence status and adjust the agenda accordingly. Any changes should be determined at the beginning of the meeting.

*Section 5* – Minutes – The clerk shall keep a complete and accurate set of minutes of each board meeting to comply with all legal requirements. The minutes shall be kept on file as the official record of school legislation of the school district.

*Section 6* – Superintendent’s Report – The superintendent shall make periodic reports to the board on the progress of the educational program, giving special attention to such matters as are directly affected by board policy.

*Section 7* – Requests by the Board – The board shall reserve the right to request or invite teachers, employees other than faculty, as well as students and parents to present reports, opinions, and/or ideas for improvement whenever it may seem advisable.

*Section 8* – Requests to the Board – Any member of the teaching staff or other employee will be expected to bring matters to the attention of the board by addressing requests through the superintendent. In the event teachers or employees bring business to the attention of the board or individual board members, the practice shall be to refer the matter to the superintendent for information and counsel prior to bringing said request up before the board.

*Section 9* – Complaints, Handling of – Individuals or groups sometimes confront a single board member with issues that should be handled by the superintendent. In those cases of apparent exception, it is suggested that the board member withhold commitment or opinion until the matter has been presented to the board during

session. It is often wise for the board member to postpone the formulation of his/

her own opinion until she/he has had the benefit of hearing the issue discussed by the board. A board member should not obligate other members of the board by predicting how the board will vote. In conjunction with the policy of handling complaints, the board shall not consider any complaints against the school unless the complaint is in writing, and it must be signed. The board will, in such an event, if it deems advisable, grant a hearing to the parties interested at its session or meeting.

*Section 10* – Authority, Pattern of – While the board of USD #326 is charged by the state with the responsibility of providing educational opportunities for the children of its schools and of directing those public school activities that the state entrusts to its care and supervision, a carefully planned pattern of authority is observed by the board. The direct administration of the school system is delegated to the superintendent, whom the board appoints to act as the administrative officer of the board. The superintendent is held directly responsible to the board for the execution of its policies and such other duties assigned to her/him by the board.

*Section 11* – Policy, Adoption and Revision of – These policies and regulations may be amended by a majority vote of all members of the board at such a time it is deemed advisable.

*Section 12* – Policies to Agree with State Laws – No item in these policies shall be in effect if it is found to be in conflict with any of the statutes relative to the public schools of the State of Kansas. (Revised: 6-25-2012)

***ARTICLE II*—SUPERINTENDENT, ELECTION, AUTHORITY, AND DUTIES OF**

*Section 1* – Election - The board, at such times as it deems expedient, shall elect a superintendent of schools, who shall not be a member of said board, for a term of one (1), two (2), or three (3) years, as the board may desire. The superintendent shall have charge and control of the schools and shall receive for her/his services such compensation as the board may allow.

*Section 2* – Authority – The superintendent shall be the chief administrative officer in direct charge of the schools. He/she shall exercise general supervision over all school employees, who shall be directly responsible to her/him.

*Section 3* – Curriculum Development – The superintendent, with final approval made by the board, shall be charged with developing and operating such curricula and activities as well as providing a system of instruction and physical care for all pupils attending the schools. The program shall be maintained in active consideration of the needs of the communities.

*Section 4* – Board Meeting Attendance – The superintendent should attend the meetings of the board (unless otherwise requested) and shall keep the board informed on direction in the schools.

*Section 5* – Instruction, Improvement of – The superintendent shall be charged with the responsibility for all measures for the improvement of teachers in service.

*Section 6* – Employee Recommendations – The superintendent shall make recommendations to the board for appointment, promotion, demotion, and discharge of all school employees.

*Section 7* – Staff Assignments – The superintendent shall make such assignments, reassignments, and changes as are in his professional judgment, necessary to ensure the district runs as efficiently as possible.

*Section 8* – Suspension and Expulsion Procedures - (See Article IX, Sec 9, Pages 19-22)

*Section 9* – Food Service Program, Supervision of – The superintendent is responsible within the general framework set up by the board for the administration and operation of the food service program in USD #326. He may delegate responsibility and authority to his teachers and/or food service personnel, but the responsibility for results remain his/hers. She/he is directly responsible for furnishing leadership for the following:

 1. Setting up goals for improvement of operation, including:

 A. Learning situation in connection with classroom activities, and

 B. Good school/community relations;

 2. Ensure that retirement and other laws are observed;

 3. Providing for someone to be on duty for night functions when food service

 personnel are used;

 4. Consider wage scales, workers production standards, value of appropriate

 equipment and its location to reduce labor costs, central buying, and

 adequate storage;

 5. Fiscal responsibility, including payroll preparation, administering the salary schedule, and approving all bills for payment preparation; and

 6. Reporting and requisitioning of, and accounting for, commodities,

 equipment purchases, and state reimbursement claims.

*Section 10* – Relaying Board Directives – All directives from the board to licensed and classified staff and pupils shall be communicated through the superintendent.

*Section 11* – Budget, Suggestion of – The superintendent shall submit or suggest a budget for the fiscal year, that shall be approved by the board at a regular or a special meeting.

*Section 12* – Budget, Administration of – the superintendent shall administer the budget as adopted by the board, and at all time in accordance with legal requirements and established board policy.

*Section 13* – Accounting Supervision – The superintendent shall, with the assistance of the treasurer of the board (hereinafter called “the treasurer”) and the clerk, supervise the accounting procedures of the district, endeavoring to have available accurate records that meet legal requirements and demonstrate fiscal responsibility.

*Section 14* – Supplies, Purchase of –

 1. The superintendent shall, within and according to state laws, be the

 purchasing agent of the board, and shall have authority to purchase supplies and equipment. Board approval will be required on any single item purchased in excess of ten thousand dollars ($10,000). Items that require board approval will be handled as follows:

 A. If the item(s) is available from merchants within the district,

 quotes will first be taken from these merchants;

 B. If the item(s) is not available from merchants within the district,

 or the quotes from district merchants are not acceptable, quotes will be obtained from businesses outside the district, as determined by the superintendent. Also, merchants within the district will be given another chance to give quotes.

 C. Sealed bids shall be required on any expenditure(s) expected to to exceed twenty thousand dollars ($20,000). Preference shall be

 given to a local bidder provided that: (1) the local bid is within one percent [1%] of the low bid and within seventy-two (72) hours the merchant provides, in writing, a bid matching the low bid.

 D. The board reserves the right to reject all bids and to re-bid the entire expenditure.

*Section 15* – Maintenance, Directing of – The superintendent shall have overall charge of, and responsibility for, the operation and maintenance of the buildings and equipment of the schools. The director of maintenance/transportation, under the supervision of the superintendent, will be responsible for implementation of the overall operation of the school district’s facilities, maintenance, and custodial personnel.

*Section 16* – Staff, Evaluation of – The superintendent and building principal(s) shall appraise the quality of teaching of the instructional staff with a view to increasing its effectiveness. The evaluation policy adopted by the board and on file with the Kansas State Department of Education (hereafter called “the KSDE”) shall be used in evaluating all licensed personnel.

*Section 17* – Meeting Attendance, Professional – The superintendent shall attend those educational meetings as directed by the board as part of his/her official duties.

*Section 18* – Policy, Recommendation of - The superintendent shall propose new policies to the board for adoption as necessity for such arises, and she/he shall make rules and regulations regarding routine matters that have not been specifically provided for on the rules and regulations, subject to later consideration by the board and action thereon.

*Section 19* – Public Relations – It shall be the responsibility of the superintendent to interpret the philosophy, aims, and objectives of the teaching program to the people of the school district’s communities.

*Section 20* – Superintendent, Evaluation of – The purpose of professional evaluation is to provide structured and informal opportunities for the board to objectively consider and evaluate the effectiveness and the contribution of the superintendent to the total school program. It is the belief of the board that it is necessary to learn the superintendent’s strengths and possible weaknesses to help improve her/his effectiveness and to provide a quality superintendency with an expectancy of continued employment.

 The board will evaluate the superintendent as follows:

1. Two (2) times annually, in November and May, during the first two (2) years of employment; and
2. Annually in May for the balance of the superintendent’s employment with the district.

 The procedure used in the evaluation shall be as follows:

1. The superintendent shall, within three (3) weeks of the May regular board meeting, provide the board members with a blank evaluation form;
2. The superintendent shall provide a completed self-evaluation accompanying the blank form for the board members’ reviews;
3. Within two (2) weeks the board members will return the completed forms to the board president for compilation of results;
4. The board will review the compiled results at the May regular meeting;

 and

1. The results will be reviewed with the superintendent at the May regular board meeting or in a meeting with the board president at an agreed date and time, at the board’s discretion. (Revised: 6-25-2012)

***ARTICLE III—PRINCIPAL, DUTIES AND RESPONSIBILITIES OF***

*Section 1* – Management, General – The principal shall assume general management of his/her building(s) and the pupils therein, and directly supervise attached employed personnel.

*Section 2* – Building(s), Inspection of – The principal shall be responsible for inspecting her/his building(s) and grounds frequently. She/he shall eliminate fire and accident hazards, and, with the aid of all school personnel, keep the buildings and grounds neat and clean. Any conditions that need maintenance repairs shall be reported to the superintendent as early as possible.

*Section 3* – Rules of Order, Establishment of – The principal shall establish such special rules for providing good order in his/her building(s) and on building grounds as may be necessary. *It is recommended that this be done in cooperation with students and faculty members.*

*Section 4* – Policies, Interpretation of – The principal shall be responsible for interpreting school policies to the teachers, students, and the public.

*Section 5* – Equipment, Responsibility for – The principal shall assume charge of all supplies and equipment assigned to her/his building(s). Removal of school furniture or equipment from the school plant for private or civic use shall not be permitted except on the direction of a building administrator.

 *USD #326 will not loan, lend, or lease football helmets or shoulder pads, or other player protective equipment for use by students at contact football camps, clinics, all-star games, or any football team or activity sponsored by non-school organizations, clubs, or agencies. Exception: The building principal may approve exceptions to this policy for all-star games, provided the sponsoring agency fulfills all requirements as set forth by the principal and both the student and the parents sign a “Hold-Harmless and Release from Liability” agreement*. (Adopted: 2-11-2008, Revised: 6-25-2012)

*Section 6* – Requisitions, Purchase Approval – All requisitions for supplies from teachers are to be approved by the principal before they are submitted to the superintendent and board for approval.

*Section 7* – Guidance Program – The principal shall provide the leadership within the school necessary to develop a guidance point of view on the part of his/her staff and shall establish administrative aids that contribute to the furtherance of the guidance program.

*Section 8* – Class and Co-/Extra-Curricular Activities, Scheduling of – The principal shall assume responsibility for schedule making within her/his respective building(s) for both class and extra-/co-curricular activities.

*Section 9* – Food Service Duties – The principal shall be responsible for the physical maintenance of the cafeteria and food preparation area, supervising the behavior of the pupils while in the dining area.

*Section 10* – Authority, Delegation of – The principal shall delegate authority and responsibility to individual staff members as necessary to meet the needs of the students.

*Section 11* – Substitute Teachers, Assignment of – The principal shall arrange for the employment and assignment of substitute teachers as the need arises.

*Section 12* – Student Records, Maintenance of – The principal shall be responsible for maintaining a complete cumulative record for each student in the school. Such records shall be maintained in a confidential manner, and to facilitate guidance procedures.

*Section 13* – Contacts, Home – The principal, in conjunction with guidance personnel, shall be responsible for making contact or seeing that a teacher makes contact with parents when a home contact may facilitate a student’s welfare.

*Section 14* – Activities, Sponsoring of – The principal shall be the responsible supervisor of general school activities. Class or club parties or small group activities supervision may be delegated to a teacher or qualified staff member. All school activities, to be considered as such, must be sponsored by an approved school employee.

*Section 15* – Discipline, Assisting Teachers – The principal shall advise and assist teachers in difficult cases of discipline.

*Section 16* – Solicitors – The principal shall not permit any of the allotted time given to teachers or students to be occupied while at the school by solicitors or agents unless prior approval and arrangements have been made.

*Section 17* – Health and Safety, Promotion of – The principal shall consider it an important phase of his/her work to promote health and safety education. Example: fire drills will be held monthly as directed by the Office of the Fire Marshal of the State of Kansas.

*Section 18* – Athletic Programs, Administration of – The principal, in coordination with the activities director, shall be responsible for the administration and supervision of the interscholastic and intramural athletics program for the school.

*Section 19* – Athletic Equipment, Requisition of – The principal, in coordination with the activities director, shall approve the purchasing of all equipment for sports and extra-curricular activities.

*Section 20* – Awards, System of – The principal, in coordination with the Activities Director, shall develop a uniform system of awards for participation in athletics and all other extra-curricular activities. She/he shall coordinate awards for co-curricular activities with the sponsor of the activity. (Revised: 6-25-2012)

***ARTICLE IV—TEACHERS, DUTIES AND RESPONSIBILITIES OF***

*Section 1* – Authority, Line of – A teacher shall be directly responsible to the administrator of his/her respective building(s). The teacher shall promptly and consistently carry out the instructions of the respective administrator.

*Section 2* – Rules, Policies, and Regulations – The teacher shall keep informed concerning the rules, policies, and regulations of the board. *The superintendent is expected to keep teachers informed about district-level need-to-know events.*

*Section 3* – Community Life – Teachers and school employees should contribute to community life. Normal interests outside the professional duties are encouraged.

*Section 4* – Professional Growth – Every effort shall be made to obtain and to retain qualified and capable teachers. A teacher should regularly seek professional growth, and actively participate in furthering her/his individual abilities as a teacher.

*Section 5* – Grading and Promotion – An instructor shall be responsible for assignments, grading pupils, and classification toward promotion or retention of his/her respective pupils in accordance with policy and individual professional responsibilities.

*Section 6* – Discipline – A teacher is expected to maintain classroom discipline conducive to a good learning situation and shall have the freedom to consult with school administrators when it is advisable. A teacher shall make an immediate report of any unusual disorder among her/his respective pupils under his/her charge. *No teacher has the authority to suspend or expel any pupil from school.*

*Section 7* – Dismissals, Early – Students shall not be dismissed earlier than the regularly scheduled time without the consent of the building administrator.

*Section 8* – Tutoring – No teacher employed by USD #326 may tutor for pay any pupil attending the school to which the teacher is assigned, nor shall she/he tutor any other public school pupil except by specific approval of the superintendent.

*Section 9* – Equipment, Care of – Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by the school district.

*Section 10* – Absences – A teacher who finds he/she is unable to be present to discharge her/his assigned duties must notify the principal of the respective building(s) prior to the day of the possible absence. At the same time, he/she must hand to the administrator lesson plans and/or assignments for the day(s) of the absence. If the teacher is unable to be present because of illness, the administrator must be notified as early as possible. The administrator shall then secure a substitute teacher.

*Section 11* – Leaving the Building, Students – It is the responsibility of the classroom teacher to notify the elementary office when any elementary student leaves the building or school premises at any time during the day. (Revised: 6-25-2012)

***ARTICLE V—CUSTODIANS, DUTIES AND RESPONSIBILITIES OF***

*Section 1* – Supervision of – Custodians shall follow general directions that may be given by the director of maintenance/ transportation, principal, or superintendent.

*Section 2* – Responsibilities, General – Custodians are expected to appear neat and clean when working with teachers, pupils, or the public. They are expected to courteously fulfill their duties and observe the policies and regulations of the school system. Custodians should be ready to respond to any call for attention to the building(s) and to execute with promptness the orders received through the proper channels.

*Section 3* – Building(s), Responsibility for – The custodians shall be responsible for the proper heating, ventilating, and cleaning of the respective buildings or areas, making minor repairs as authorized, and care of the grounds as may be directed.

*Section 4* – Building(s), Use of After School Hours – The custodians shall not permit unauthorized persons to use the school buildings without the approval by the director of maintenance/transportation, principal, or superintendent.

*Section 5* – Flag, Display of – The custodians shall display the flag of the United States of America and the State of Kansas flag on their building grounds every school day from 8:00 AM until 4:00 PM.

*Section 6* – Supplies, Requisition of – The custodians shall be responsible for the requisition and the storage of supplies used in their work. All purchases must have

the approval of the school administrator and non-local purchases must be made by purchase order approved by the superintendent.

*Section 7* – Keys, School – The custodians shall be responsible for the school keys in their possession and should not lend or transfer them unless authorized to do so by the school administration.

*Section 8* – Damage – (See Article XXVIII, Pgs 50-51)

*Section 9* – Absences – In case of absence of a custodian due to illness or other causes, the administrator most closely associated with the custodian must be notified as soon as possible.

*Section 10* – Salaries, Payment of – The director of maintenance/transportation and custodians will be paid once each month for the designated period of their employment. (Revised: 6-25-2012)

***ARTICLE VI—CAFETERIA, REGULATIONS***

*Section 1* –Authority – All cafeteria workers are directly responsible to the superintendent. They are expected to promptly and consistently carry out the instructions and requirements of the board and the administrators of the schools.

*Section 2* – Employment – All full-time adult employees working in school food service will be employed by the board, with recommendations received from the superintendent.

*Section 3* – Regulations – The cafeteria employees are required to comply with and observe all the regulations prescribed by the KSDE Food Service program.

*Section 4* – Diseases, Communicable – Cafeteria employees shall present a statement from an appropriate, licensed medical professional stating that they have no communicable diseases evident. The report will be filed in the superintendent’s office.

*Section 5* – Purchasing – The head cook shall be responsible for providing for the needs of the cafeteria*.* It is recommended that food purchases be made from local merchants, if economically feasible, passing the buying around among said merchants. Supplies that are not stocked in quantity and that can be purchased in large quantities from wholesalers may be ordered with permission of the superintendent.

*Section 6* – Subsidization – It shall be the policy of the board to subsidize the school food service program by paying food bills or salaries when subsidizing is necessary. It is the intent of the school food service program to be self-supporting, but increased costs make this impossible.

*Section 7* – Equipment, Use of by Other Than School Personnel - Cafeteria personnel shall not loan, give permission to use, or approve use of by those other than school personnel directly employed in said capacity, any cafeteria equipment, without permission from an administrator prior to the event.

*Section 8* – Accountability – The cafeteria accountant shall be responsible for the collection of all monies due the school food service program. He/she shall be in the cafeteria during serving times to record the names of the student and adult diners.

*Section 9* – Head Cook Duties – The head cook duties include the following: establishing and maintaining standards for food, sanitation and service, menu planning, and supervision of cafeteria workers. She/he is responsible for the preparation of the specified menu, selection of the correct quantity and high quality food for purchases, keeping necessary records in accounting of meals served and an accurate inventory of commodities. He/she will also keep the superintendent informed of the ongoing status of the cafeteria.

*Section 10* – Assistant Cook Duties – The assistant cook will work under direct supervision of the head cook and carry out the duties as prescribed by the head cook in food preparation, sanitation, etc.

*Section 11* – Salaries, Payment of – Cooks will be paid once each month for the designated period of their employment. (Revised: 6-25-2012)

***ARTICLE VII—PERSONNEL POLICIES and EMPLOYMENT PRACTICES***

*Section 1* – Teachers, Recruiting and Hiring of – The superintendent is directed to recruit qualified personnel to staff the schools. He/she may request building principals or another staff member(s) to assist in the process. The employment of any staff member is not official until the contract is signed by the candidate and approved by the board (Adopted: 7-12-1999, Revised: 6-25-2012)

*Section 2* – Loyalty Oath – In accordance with the Statutes of the State of Kansas, all employees shall be required to sign a loyalty oath in as much as the board members are so require by law.

*Section 3* – Travel Reimbursement – The superintendent, licensed and classified employees shall be entitled to reimbursement for travel expenses on out-of-town trips wherein they are representing the school. The administration and/or board must authorize said trips.

*Section 4* – Admission to Events – All contracted employees and their spouses will be admitted to local regular season athletic events free by the use of a complimentary pass. This pass must be presented at the gate before admittance. (Adopted: 6-11-84)

*Section 5* – Classified Personnel - Holidays, Vacation - The following classified employees, clerk, maintenance and custodial personnel, will be granted vacation days as follows:

1. 1st and 2nd full years – five (5) days;
2. 3rd through 10th full years – ten (10) days; and
3. From 11th full year, add one (1) day for each full year with a maximum of twenty (20) days accrued. (Adopted: 7-9-80)

 All hourly employees, clerk, secretaries, para-educators, cooks, and custodians will be paid for the following holidays if currently under contract:

1. Labor Day;
2. Thanksgiving Day (including the Friday following);
3. Christmas Day;
4. New Year’s Day;
5. Good Friday;
6. Memorial Day;
7. Independence Day; and
8. The extra holiday in March, providing the holiday(s) occur while the employee is under contract. (Adopted: 7-9-1980, Revised: 6-25-2012)

*Section 6* – Classified Personnel - Accumulated Leave Payment – Discretionary leave may accumulate to a maximum of one hundred (100) days. However, if any classified staff member has over ninety (90) days of accumulated leave at the end of any fiscal year, payment at the substitute classified employee rate of pay will be made to the classified staff member for any days over ninety (90) in lieu of allowing accumulation to exceed one hundred (100) days at the beginning of the next fiscal year when ten (10) additional days of leave are granted.

*Section 7* – Classified Personnel – Leave Buy-Back - Classified employees of USD #326 who wish to retire will receive payment for unused leave as set forth in this policy.

1. *Eligibility* -
2. Has twelve (12) or more years of continuous employment with USD #326;
3. Is eligible for full KPERS retirement or had achieved the age of sixty (60) years;
4. Is currently a .38 full-time equivalent (FTE) employee or better (for purposes of this policy regular route bus drivers will be considered .38 FTE employees); and
5. Eight (8) hours a day is equivalent to 1.0 FTE.

 Compliance with the above listed eligibility requirements will be

 determined by the superintendent of schools.

1. *Application* – An employee must apply by giving written notice to the clerk of the board ninety (90) days prior to the anticipated retirement date. The clerk will verify the number of days of accumulated leave, full-time equivalency, and years of experience.
2. *Compensation* – Classified employees who meet the eligibility requirements will be compensated at the rate of a substitute’s pay for classified employees.
3. Payment of unused leave in accordance with the scale below:
4. 12-15 years in the district = 50% of unused leave;
5. 16-19 years in the district – 75% of unused leave; and
6. 20+ years in the district- 100% of unused leave.
7. The formula used for final calculation of pay for unused leave is as follows:

 *Number of days of accumulated leave times (X) eight (8) hours, times (X) FTE, times (X) dollar ($) amount for substitute pay, times (X) longevity factor = compensation for unused leave*.

1. *Payment for accumulated leave over ninety (90) days* –
2. *Eligibility* – Compensation will be made to classified employees for any accumulated leave over ninety (90) days at the end of the

 fiscal year at the rate of substitute pay for classified employees.

B. *Compensation* – Compensation for the above unused leave will be

 calculated the same as for leave buy-back at retirement, except for

 the longevity factor.

*Section 8* – Payroll Deductions – When duly authorized by any teacher on an appropriate form for said purpose, the board shall provide for payroll deductions to be made and paid in accordance with such form for any or all of the following purposes:

1. Professional dues;
2. Health insurance;
3. Tax shelter annuities
4. Credit union and/or other mutually agreed upon items between the board and the teacher; and/or
5. 125 Salary Reduction Plan.

*Section 9* – Pay Day – All teachers of USD #326 shall be paid on the fifteenth (15th) day of each month with the first check issued in September. If the fifteenth (15th) falls on a Saturday, the check will be issued on the preceding Friday. If the fifteenth (15th) falls on a Sunday, the check will be issued on the following Monday.

(Revised: 7-14-2014)

*Section 10* – Classified Employees - Absences – All classified employees shall notify the administration when they are going to be absent. No employee shall get his/her

own substitute and then notify the administration. All substitute employees shall be employed by the administration. (Adopted: 11-10-1986, Revised: 6-25-2012)

*Section 11* – Substitute Pay

1. *Payment for substitute teachers* – Pay for a substitute teacher will be ninety-five dollars ($95) per day. If any substitute should be called on to work longer that five (5) days in a row in the same classroom, payment for all days after five (5) will be at one hundred ten dollars ($110). Classified substitute teachers will not be used except when absolutely necessary.

 2. *Payment for classified employee substitutes* – Pay for any classified employee substitute shall be eight dollars seventy cents ($8.70) per hour.

(Updated: 7-1-2018)

***ARTICLE VIII—BUILDINGS AND GROUNDS, EQUIPMENT, USE OF***

*Section 1* – Priority – The buildings, equipment, and grounds of the school district and the funds of the district are primarily for use in conducting classes and activities

for pupils enrolled in said activities, and shall have priority of use over the program or activity of a non-school nature. No religious exercises that are sponsored by outside organizations are to be permitted without prior consent of the board.

*Section 2* – School Property, Use of – The policies for use of equipment, buildings, and grounds belonging to the school district shall be determined by the board and administered through the superintendent. The use of school facilities by non-school groups will be permitted only by authorization of the board upon approval of the superintendent. The administration of the school may loan school property, refuse to loan it, or consult the board. School facilities may not be used for family reunions.

*Section 3* – Outside Groups, Use by – Certain youth groups such as: Boy Scouts, Girl Scouts, and 4-H clubs of the communities shall be granted use of facilities without charge providing the approval is obtained by said group from the school administration prior to the scheduled event. When the board has given authority to school administrators concerning the use of the building(s) or facilities, any damage to the building(s), facilities, or equipment shall be paid for by the organization having use of said building(s), facilities, or equipment. Any organization using the school building(s) shall reimburse the school district for custodial wages.

*Section 4* – Alcoholic Beverages & Tobacco/Nicotine Products – Alcoholic beverages and/or Tobacco/Nicotine Products shall not be permitted on school property or in school vehicles and organizations using school facilities shall be responsible for enforcing this rule. (Revised: 6-25-2012)

***ARTICLE IX—REGULATIONS, GENERAL SCHOOL***

*Section 1* – Homeless Students – In accordance with state and federal law and the Kansas state plan, USD #326 will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

 Further regulations related to this section are on file with the clerk.

*Section 2* – Weather Information – School will be held each day scheduled except in case of extremely severe weather or road conditions. In such situations, the superintendent’s judgment will govern; thus he/she may cancel school, begin classes at a later hour, or dismiss students early during the day if deemed necessary.

*Section 3* – Enrollment Eligibility – A child is eligible to enter the first grade providing he/she has completed kindergarten, if available, or will be seven (7) years of age on or before September 1st or the year in which she/he starts first grade. The

parent/guardian is required to present a birth certificate at the time a child is first presented for admission. (Adopted: 8-2-1973, Revised: 6-25-2012)

 USD #326 will not accept any student over the age of twenty-one (21) for enrollment. (Adopted: 1-9-1984, Revised: 6-25-2012)

*Section 4* – Attendance – School attendance is the responsibility of the student and parent/guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary for parents to play a dominant role in bringing about this acceptance of responsibility.

 *School attendance is becoming more and more important as part of a student’s school record. Regular and punctual attendance by all students is also necessary for the proper functioning of the entire school. One of the major causes of failure in school is absenteeism.*

 USD #326 shall promote regular attendance through the implementation and enforcement of this policy.

 *Procedure* - Any student not in school, unless on a school sponsored trip, will be counted absent. Attendance will be recorded to the nearest one-fourth (1/4) of a day.

 *Truancy -* The board does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. The superintendent of schools is required to report truancies to the Secretary of Social and Rehabilitation Services or the county attorney.

 A child will receive an unexcused absence if he/she is absent from school all or a significant part of the day without a valid excuse. The board has determined that any time over two (2) hours is considered to be a “significant part of the day.”

 A child is considered *truant* if he/she is required by law to attend school and said child is absent without a valid excuse on either three (3) consecutive days or five (5) or more days in any semester.

 *Excused absences -* In compliance with K.S.A. 72-1113, the board has determined the following reasons to be valid excuses for absences:

1. Illness;
2. Personal and/or family matters (including, but not limited to, death, funeral, wedding, reunions, home emergency, etc.
3. Educational trips or activities; or
4. Professional appointments.

 In addition, an excused absence may be granted for legitimate purposes if arrangements are made in advance with the school, schoolwork is completed before the absence occurs, and the student has not missed more days that board policy allows. (Revised: 6-25-2012)

Guidelines for Grades Seven (7) through twelve (12)

1. It will be necessary for the parent/guardian to contact the school prior 10:00 AM of the day of the absence, or the absence will be recorded as unexcused. The junior high/high school telephone number is: 785.689.7574. *Notes will be accepted from families with no telephone*.
2. Students absent because of an authorized school activity will not be counted absent; however, they will need to make up schoolwork in advance when possible.
3. Students absent from a class for any reason will need to pick up an admit slip to return to class. This should be done prior to the start of the school day.
4. All work missed because of absence must be made up by the student. Two (2) days will be allowed for each day missed in which to make up schoolwork.
5. Students are allowed to have no more than five (5) unexcused absences in any class during a semester. After the 5th absence the student will be required to make up the time missed for that absence and any subsequent absence(s) on an hour-for-hour basis.
6. The time will be made up before or after school; and
7. The time and day(s) for make-up time will be at the discretion of the teacher(s) and/or the principal.

The penalty for exceeding this specified limit may be avoided by obtaining an Extension Request. This may be done by either of the following methods:

 A. The student provides the administration with a written statement from a doctor, excusing the student for the date(s) in question; or B. The parent has a personal conference with the administration to justify the absence(s) in question.

 6. A student who is absent from school without a valid excuse will be subject to the following penalties:

 A. She/he will receive no credit on work done for the class that day, but will be required to make up the work; and

 B. He/she will receive a thirty (30)-minute detention for each hour missed or an in-school suspension if three (3) or more class hours are missed without a valid excuse. *In all cases of detentions or suspensions, parents/guardians will be notified.*

7. Students with an unexcused tardy will be admitted to class. A

recommendation from a teacher, administrator, or parent/guardian will be accepted as an excuse for tardiness.

 8. Students who accumulate three (3) unexcused tardies per semester in a

 given class will serve a thirty (30)-minute detention. Each additional tardy in the particular class will further result in a thirty (30)-minute detention.

 9. A tardy becomes an absence when one-half (1/2) of a class is missed. (Adopted: 7-13-1998; Revised: 7-10-2000, 6-25-2012)

*Section 5* – Discipline – The board will expect and support a structured, firm, and fair discipline policy in grades Pre-K-12. This discipline is to be achieved as follows:

1. Each teacher will submit his/her classroom/activity rules to the principal~~(s)~~ for approval and it will be filed with the central office. ~~Each~~ The principal will work with her/his staff to develop school-wide rules and

 consequences to be administered by the staff and principal with the support of the board in a uniform manner. These are to be filed in the central office.

 2. Parents will receive a copy of the rules and consequences of each teacher who works with their child. The goal of the school district is to create a healthy learning climate for all students and to facilitate an environment conducive to optimum achievement.

*Section 6* – Inoculations – All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

 A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year.

*Section 7* – Diseases, Communicable – No student shall attend USD #326 schools while affected by a contagious or infectious disease or while liable to transmit such disease after having been exposed to it. If cases occur, the administrators shall require a certificate from a physician, or appropriately licensed medical professional, stating that the child is not likely to transmit such a disease.

*Section 8* – Deportment - Every student shall obey the rules, regulations, and directions of the teachers, principal(s) and superintendent, and board policies, and shall observe good order and deportment. She/he shall be respectful of the rights of others and be clean and tidy in person and attire. (Revised: 6-25-2012)

*Section 9* – Suspension and Expulsion – Except as limited by Section 504 of the Individuals with Disabilities Education Act (IDEA), a student may be suspended or expelled for reasons set forth in Kansas law. Suspension/expulsion hearings shall be conducted by the superintendent, his/her designee, other licensed employee,

committee of licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

 1. *Reasons for Suspension of Expulsion -*

 A. Willful violation of any published, adopted student conduct regulation;

 B. Conduct which substantially disrupts, impedes, or interferes with school operation;

 C. Conduct which endangers the safety or substantially impinges on or invades the rights of others;

 D. Conduct which constitutes the commission of a misdemeanor;

 E. Conduct which constitutes the commission of a felony;

 F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and

 G. Possession of a weapon at school, on school property, or at a school-sponsored event. (Adopted 7-12-99, Revised: 6-25-2012)

1. *Short-term Suspension* – Except in an emergency, a short-term suspension (not exceeding ten [10] school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than seventy-two (72) hours after imposition of a short-term suspension.

 Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within twenty-four (24) hours after the suspension has been imposed. Short-term hearings may be conducted by any person designated in policy as having the authority to suspend.

 At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

 3. *Long-term Suspension* – Before a student is subject to long-term

 suspension (not to exceed ninety [90] days) or expulsion (not to exceed one hundred eighty six [186] days), a hearing shall be conducted

 by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

1. The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
3. The hearing may be conducted by either a licensed employee or committee of licensed employees authorized by the board, the chief administrative officer, or other licensed employee of the district in which the student is enrolled, or by an officer appointed by the board.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
5. Findings required by law shall be prepared by the person or committee conducting the hearing.
6. A record of the hearing shall be available to students and parents or guardians according to Kansas law.
7. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within twenty-four (24) hours after determination of such result.

 4. *Rules Which Apply in All Cases When a Student May be Suspended or Expelled* -

A. Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.

B. A student suspended for more than ten (10) school days, or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.

1. A student who has been suspended or expelled shall be notified of the day the student can return to school.
2. If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation.
3. If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation if the student is allowed to return.
4. The days a student is suspended or expelled are not subject to the compulsory attendance law.
5. During the time a student is suspended or expelled from school, the student may not:

I. Be on school property or in any school building without the permission of the principal.

II. Attend any school activity as a spectator, participant, or observer.

 A student over the age of eighteen (18) or the parents or guardian of a student who is suspended for more than ten (10) days or expelled from school may

appeal to the board within ten (10) calendar days of receiving written notice of the hearing results.

 When suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

 5. *Student Rights During a Long-Term Suspension/Expulsion Hearing* – The student shall have the right:

1. To counsel of her/his own choice;
2. To have a parent or guardian present;
3. To hear or read a full report of the testimony of witnesses;
4. To confront and cross-examine witnesses who appear in person at the hearing; to present his/her own witnesses;
5. To testify in her/his own behalf and to give reasons for his/her conduct;
6. To an orderly hearing; and
7. To a fair and impartial decision based on substantial evidence.

 6. *Appeal to the Board* – The following conditions shall apply if a student who is eighteen (18) or older or the student’s parent or guardian files a written appeal of a suspension or expulsion:

 A. Written notice of the appeal shall be filed with the clerk within ten (10) calendar days of receiving the results of the hearing.

 B. The board shall schedule an appeal with the board or a hearing

 Officer appointed by the board within twenty (20) calendar days.

 C. The student and the student’s parent or guardian shall be notified in writing of the time and place of the appeal at least five (56) calendar days before the hearing.

 D. The hearing shall be conducted as a formal hearing using rules

 Similar to those noted earlier for expulsion hearings.

 E. The board shall record the hearing.

 F. The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the

 appeal hearing.

*Section 10* – Damage to School Property – Any student guilty of personal damage to school property as a part of gross misconduct with intent to do damage may be denied extra privileges given student body personnel and will be responsible for the payment thereof. (Revised: 6-25-2012)

*Section 11* – Grading and Promotion – The board acknowledges that the awarding of marks and decisions relative to promotion or retention of children is a sole and

serious responsibility of teachers. The board supports its professional staff in this duty and feels that the professional staff can be depended upon to make all such decisions in the best interest of the children. However, the board considers it very important to good home/school relations that parents be consulted and informed when retention is advisable.

Students in grades seven (7) through twelve (12) will be evaluated by the teachers and assigned grades according to the following scale:

 A+ 97.5 B+ 86.5 C+ 76.5 D+ 66.5 F Below 59.5

 A 93.5 B 82.5 C 72.5 D 62.5

 A- 89.5 B- 79.5 C- 69.5 D- 59.5 (Adopted: 6-25-2012)

*Section 12* – Parent/Teacher Conferences – There shall be a minimum of one (1) parent/teachers conferences at the elementary and secondary level each school year.

*Section 13* – Textbook Rental – Textbook rental costs will be determined by the board.

*Section 14* – Federal Programs – Realizing the importance of parent and teacher input into educational policy, the board shall enlist the ideas of parents and faculty when developing its federal Title programs. After a program is developed, continued conferences shall occur between parents and teachers. The federal Title teacher(s) shall also participate in district and league in-service days. Through this process, it will be expected that each child participating in federal Title programs would have her/his individual needs served. (Adopted: 11-20-86, Revised: 6-25-2012)

*Section 15* – Sexual Harassment – Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

 It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation , any complaint lodged under the provisions of this policy.

 Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual’s education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

 Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implication;
4. Unwelcome touching; or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual (Adopted: 8-12-1996, Revised: 6-25-2012))

*Section 16* – Discrimination – Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. Mike E. Gower, Superintendent of Schools, P.O. Box 98, Logan, KS, 67646-0098, telephone 785.689.7595, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes that he/she has been discriminated against may file a complaint with the building principal or the compliance coordinator. (Adopted 8-12-9-1996), Revised: 6-25-2012)

*Section 17* – Equal Opportunity Employment and Nondiscrimination – The school district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, sex, age, disability, or national origin. (Adopted 8-12-1996, Revised: 6-25-2012)

***ARTICLE X—PROHIBITED PRACTICES***

*Section 1* – The board prohibits the following practices:

1. Use of time given teachers while they are in a classroom by representatives of various businesses, commercial or financial institutions;
2. Display of posters advertising lodge, fraternity, religious groups, etc. (activities not part of school);
3. Staff sponsoring any overnight activity without the approval of the board;
4. Use of time of students or teachers during the school day to spread information for or to promote the success of various community groups;
5. Ticket selling or fundraising campaigns in the schools for events that are not school sponsored;
6. Solicitation of gifts or donations by students for special groups for the benefit of non-school organizations;
7. Scheduling a greater number of athletic activities than provided in the state recommendations;
8. Placing events or activities on the activity agenda without the proper approval of school administrators;
9. Classes and organizations of the school initiating new members in any manner of extreme costume or subjecting students to ridicule;
10. Communications sent from the school to parents or district patrons without the prior consent of the school administration;
11. Commercial dispensers being placed in the schools that will serve as a competitive enterprise against local merchants, such as paper, pencil, notebook dispensers, etc.;
12. Use of profanity, obscene remarks, public ridicule, immoral conduct, etc.;
13. Card-playing in classrooms; and
14. The “initiation” of Freshmen. (Revised: 6-25-2012)

***ARTICLE XI – TRANSPORTATION, STUDENT***

*Section 1* – Bus Routes – All bus routes serving the needs of the district’s students are to be approved by the superintendent prior to the opening of school each year. Driveways permitting, the buses will pick up and deliver students to their doorsteps. (Adopted: 8-12-1971, Revised: 6-25-2012)

 Buses will be run to the district boundary to pick up out-of-district students unless permission has been granted from the other school district for us to enter their school district to pick up students. (Adopted 12-8-1980, Revised: 6-25-2012)

*Section 2* – Buses, Use of – Buses will be used for transportation of students and school personnel to school and to co-/extra-curricular school activities. Buses will not be used by any groups other than for school sponsored and school related activities unless approved by the superintendent. When an outside group uses a bus with permission, a driver with a valid Commercial Drivers License (CDL) for the particular bus being driven must be used to operate the vehicle. (Revised: 6-25-2012)

*Section 3* – Contracts for Bus Drivers – Bus drivers shall be contracted for each school year as provided by law. In this written agreement the school bus operator agrees to comply with and observe all provisions of the vehicle code and all the

rules and regulations prescribed by the Traffic and Safety Department of the Kansas State Highway Commission and the USD #326 board. Bus drivers (both regular route and substitute) shall be paid for the hours spent in driver certification classes at the same rate as the pay for activity hours. (Adopted: 11-9-1992, Revised: 6-25-2012)

 One hundred dollars ($100) shall be paid toward all required bus driver physical examinations (required every two [2] years by law). (Adopted: 7-8-1996, Revised: 6-25-2012)

*Section 4* – Early Dismissal from School – Early or emergency dismissal of school shall be at the discretion of the superintendent or his/her designee. Notification of such dismissal will be made known by broadcasting through the district’s ADT telephone system and the weather/emergency call list of radio and television stations that is available in the district office.

*Section 5* – Activity Trips – A teacher shall accompany pupils on activity trips to maintain proper discipline. The bus driver is in charge of the vehicle and the sponsor is directed to maintain the proper atmosphere conducive to safe driving.

*Section 6* – Co-/Extra-Curricular Transportation – Transportation to and from school-sponsored activities will be provided or arranged for by the administration. Activity buses will travel the shortest and best route on school activities except that when school activities are at any town on Highway 36 or at Northern Valley, the activity bus will return through Prairie View to deposit students. All students participating in a co-/extra-curricular activity shall ride the school provided transportation to the activity unless, due to schedule conflicts, the administration grants permission to make other arrangements. A student must remain with the group and return with the group. The only exceptions will be as follows:

1. Parents may take their children home with them after the parent *personally* contacts the bus sponsor; and
2. Parents must sign a parental consent form that requests that their child be allowed to ride home with another adult as a means of convenience for the parent.

 This form should be in triplicate with one being given to the activity/bus sponsor, the second being put on file in the office prior to the scheduled activity, and the third being presented by the aforementioned adult to the activity/bus sponsor.

 Students may be dropped off when returning from activities to meet a parent or guardian at the Steve Reese corner on Highway 9 east of Logan; at the district boundary on Highway 9 west of Logan, at the district boundary on the Logan road south of Logan when the bus returns from said direction, with prior parental notification to the sponsor.

 All students are encouraged to take advantage of and use the transportation provided by the school-to-school activities. Undesirable conduct will not be

tolerated. Penalty: pupils will be reported to the superintendent who can deny the privilege of riding the bus to that student. (Adopted 9-14-1998; Revised 9-14-1998, 6-25-2012))

*Section 7* – Discipline – Discipline on a bus is to be supervised by the school administrators through the cooperation of the school bus operators, their action to be that which is feasible under the existing circumstances.

*Section 8* –Conduct – Continued misconduct or gross misconduct is considered grounds for the administration to refuse transportation to the student upon board approval of such action. (Revised: 6-25-2012)

*Section 9* – Buses, Purchase of – The superintendent shall be responsible for making recommendations to the board concerning the need for purchasing school buses. She/he shall be responsible for the writing of specifications with particular

interest that the specifications meet the need that the bus will have to fulfill and that the bus purchased will meet all current requirements of the Traffic and Safety Department of the Kansas State Highway Commission. Any new buses purchased by the district will be required to be equipped with seat belts. (Revised: 4-13-98)

*Section 10* – Equipment Purchases – When large volume purchasing of transportation equipment is advisable, it shall be the duty of the superintendent to inform the board of the need and present written specifications for the purchase of those items needed. The board shall then direct the superintendent to put the item(s) out for bid if the board approves such purchase. The board reserves the right to reject any and all bids.

*Section 11* – Insurance – Transportation insurance shall be secured on a fleet basis by sealed bid.

*Section 12* – Salaries, Payment of – Transportation employees will be paid once each month for the designated period of their employment. (Revised: 6-25-2012)

***ARTICLE XII—PERSONNEL RELATIONSHIPS, BOARD, ADMINIS- TRATION, TEACHER***

*Section 1* – Philosophy Statement – In the belief that the best interest of the students of USD #326 will be served through a professional approach to education, the board, administrative personnel, and the Logan Teachers Association (hereafter called “the LTA”) agree to establish a written procedure for communication in the development of school policy on matters affecting the improvement of the educational program.

Recognizing the need for mutual understanding and agreement, the personnel involved shall operate in an atmosphere of mutual respect.

 It is recognized that teaching is a profession requiring specialized educational qualifications, and that the success of the educational program in the school district depends on the maximum utilization of the abilities of the teachers.

*Section 2* – Policy Statement – The superintendent shall make suggestions and recommendations, and develop procedures through the cooperative efforts of the staff and board, and has a responsibility to both the teaching staff and the board on the development of policies.

 The board has a responsibility for creating a climate within the school system that will enable the administration and professional teaching personnel to implement and improve the school program for the benefit of all the students, as well as attempt to satisfy the needs of the electorate.

*Section 3* – Responsibility – The board, under Kansas statutes, has final responsibility for establishing policies for the district. The superintendent and his/her staff have the responsibility of carrying out the policies adopted by the board. Teaching personnel have the professional responsibility for providing the best possible instruction in the classroom. (Revised: 6-25-2012)

***ARTICLE XIII—RECORDS, STUDENT EDUCATIONAL, ACCESS TO***

*Section 1* – Purpose – The purpose of this policy is to establish the general framework for guidelines in the use and distribution of student records. Students and parents are to be made aware of the provisions of this policy.

 The use and examination of student educational records will be limited, unless otherwise authorized circumstances in accordance with this policy, to the following persons or circumstances:

1. USD #326 administrators;

 2. Teachers, in specific instances in accordance with this policy, to the following persons or Teachers or other licensed personnel employed by this district when such persons demonstrate a “need to know;”

 3. Parents or guardians of students under the age of eighteen (18) years;

 4. Individual students eighteen (18) years old or above;

 5. Former students eighteen (18) years old or above;

 6. Other schools where students may enroll;

 7. To provide information in conjunction with a student’s application for or receipt of financial aid;

 8. Federal and state government agencies authorized by law;

 9. Prospective employers; and

 10. Members of the board when acting in an official capacity.

*Section 2* – Student Record Files, Contents of – Only such information as may be authorized by the building principal or superintendent shall be placed in a student’s personal file folder. Such information shall be generally limited to teacher evaluations of student performance, health records, standardized test scores, records of disciplinary action taken against the student, and such other information determined specifically relevant to the student’s performance in school. Under no circumstances shall psychological evaluation, other than specific test scores, be made a part of the student’s personal file, but such reports will be considered a part of educational records, although kept in a separate file.

*Section 3* – Directory Information – Certain kinds of data are defined under the law as “Directory Information.” Such information shall include the following:

1. Student name;
2. Student address;
3. Student telephone number;
4. Birth date;
5. Place of birth
6. Activities or sports in which a student participates;
7. Weight and height;
8. Degrees or awards received (including honor roll lists); and
9. Most recent educational institution attended.

 Parents shall have fifteen (15) days to notify the school if such information pertaining to a student is not to be released unless in each instance prior consent is granted by the parent. The same shall apply if the student has control of the records after reaching the age of eighteen (18).

 The school has the right to publish or otherwise make known any information classified as directory information except where the parent, or where

appropriate, the student, withholds the right to publish such information. A notice

of the kind of information that shall be classified as directory information shall be made public each school year during the month of August or September.

 Waiver of Rights: *Under no circumstances shall a parent, guardian, or where appropriate, a student, be required to waive rights to access or release of data covered under this policy.* Such waiver may be granted on a voluntary basis, however, as long as the individual(s) is granted the opportunity, upon request, to see the sheet upon which is listed the individuals, institutions, or prospective employers to whom such records may have been released. Any such waiver shall not extend for more than one (1) school year unless specifically stated in writing by the individual granting the waiver.

*Section 4* – Educational Records of Students, Parents, etc., Authorization for Release of – The superintendent shall supervise the adoption of appropriate forms to cover the release or transfer of student records. The following circumstances are recognized as situations that must be dealt with in regard to this matter:

1. Parents’ or student’s request for hearing;
2. Notice to parents or student of hearing;
3. Parents’, student’s, educational institution’s, or prospective

employer’s request for school records;

1. Parents’ or student’s consent to release of school records;
2. Notice to parents of termination of rights (those eighteen [18]

 and above;

1. Parents’ or student’s request to transfer student records;
2. Notice to parents or students of request for school records;
3. Notice to parents and students of subpoena/judicial order for

 school records;

1. Notice to parents or students of intent to transfer school records;
2. Parents’ or student’s request for access to student records; and
3. Notice to educational institution or prospective employer of parents’/student’s rights.

 School officials shall have a reasonable amount of time to grant access by authorized personnel to student records, but in no case shall access be delayed beyond forty-five (45) days, as authorized by law.

*Section 5* – Educational Records, Challenge of – After examination of a student’s educational record by a parent or guardian, or where appropriate, as student, the contents of the file may be challenged as to the accuracy or relevance to the child’s performance. The following practice will be followed in challenging the records:

1. The parent/guardian or student shall bring to the attention of the building principal any information that is challenged. Upon review, the

 principal may correct or remove such information as may be determined

 inaccurate, misleading, or irrelevant. If the principal does not agree with

 the challenge, the parent, guardian, or student may request a hearing

 with the superintendent.

1. Upon notification of a request for a hearing to challenge the content of a student’s record, the superintendent shall set a time and place, during regular school time, for the hearing. Such hearing shall consider all evidence presented at the hearing and render a judgment. Notice of judgment shall be in writing and sent to parties concerned within seven (7) days.

 When a parent, guardian, or student chooses to challenge the contents of personal records and appeals to the superintendent or board, full due process rights will be granted, i.e., right to counsel, right to call witnesses, and right to challenge witnesses.

 It shall not be justified that a record be altered unless there is clear evidence that the record is in error, irrelevant, or misleading. No grade or other designated symbol of achievement shall be changed except upon approval of the teacher giving

the grade unless there is clear evidence that the grade or symbol was recorded in error or that the teacher clearly exercised prejudicial action in reporting the grade.

 No clear and accurate record of achievement shall be altered simply on the grounds that the parent, guardian, or student does not desire the information on the record. Rather, the party in control of release of records should select not to authorize release of the contents of the personal file.

 *Employees of the district will be cautioned to not insert in any student’s personal record any alleged fact based on hearsay, rumor, or innuendo. School employees will record only observed behavior and will not record conclusions or generalizations based upon such behavior.* (Revised: 6-25-2012)

*Section 6* – Standardized Testing and Psychological Data – In seeking information on cases involving the examination of standardized test and/or psychological data, all staff members must demonstrate the need to know. Parents/guardians and where appropriate, students, will be granted access to such data, but only when someone qualified to interpret such data is present. Psychological profiles and detailed test data will not be kept in the general personal files of students. Such information will be secured in the principal’s office with a copy on file in the office of the superintendent. The school psychologist may also maintain a copy. Raw test scores

of standardized achievement and aptitude tests may be filed in the student’s personal file folder. (Adopted: 7-13-1978, Revised: 6-24-2012))

*Section 7* - Records Not Subject to this Policy – Certain exemptions are provided in regard to the right to access records. Access rights are restricted to records, documents, and other materials that contain information directly related to a student and are

maintained by an educational agency or institution or a person acting for the agency or institution.

 Records of instrumental, supervisory, and educational personnel ancillary thereto that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute are not classified under this policy as educational records and therefore are not granted access to under this policy. (Revised: 6-25-2012)

***ARTICLE XIV – RECORDS, PUBLIC, IDENTIFYING AND PROVIDING ACCESS TO***

*Section 1* – Records, General – The board delegates the superintendent as the Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and may assign the clerk to handle requests for records and serve as the custodian of the records.

The custodian shall prominently display and distribute or otherwise make available

to the public a brochure in the form prescribed by the local Freedom of Information Officer.

*Section 2* – Types – A public record means any recorded information regardless of form or characteristics that is made, maintained, or kept by, or is in the possession of the district, including those exhibited at public board meetings, but excluding those copyrighted by persons or groups other than the district.

*Section 3* – Central Office – Records maintained by the superintendent shall include, but not be limited to, the following:

1. Financial;
2. Employee;
3. Personnel; and
4. Property owned by the district (real and personal).

*Section 4* – Building – Records maintained by the building principals shall include, but not be limited to, the following:

1. Activity fund; and
2. Student (cumulative, confidential, and attendance).

*Section 5* – Public Use – All records except those deemed confidential by the Kansas Open Records Act will be open to inspection by the general public during regular office hours of any school building or the central office. Whenever a building’s central office is closed on school vacation days (summer, winter, and spring breaks) that are normal business days for the communities, the central office shall be posted with the telephone number of an available school administrator who will accept a request for access to records. Copies of open records will be available on request.

 Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or subject to exemption by the Kansas Open Records Act. The custodian’s decision shall be made within three (3) days of the receipt of the request, as provided by law. If access is not granted immediately, the custodian shall give a detailed explanation of the delay and the time and place the record will be available.

 If the custodian does not grant the request, the person requesting shall, within three (3) days of the request for reasons, receive such reasons in writing.

 Each custodian shall file all requests and their dispositions in her/his office and make such reports as are requested by the superintendent or the board.

 Advance payment of the expense of copying an open record shall be borne by the individual requesting the copy, but the expense shall not exceed the actual cost of making copies including an employee’s time. Under no circumstances shall the

record documents be allowed out of their usual building location without the approval of the official custodian.

 Revenue from copying open records will be deposited into the Capital Outlay Fund.

*Section 6* – Disposition of – All central office records will be kept for the minimum length of time required by law. The superintendent or the principal(s) or a designated representative is held responsible for the destruction of records under her/his jurisdiction.

*Section 7* – Listings – Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or board policy.

***ARTICLE XV —MEDICATIONS, DISPENSING***

*Section 1* - Administration of Medication – Administration of aspirin or other non-prescription medication shall not be practiced by any school personnel, including the school nurse.

 In certain explained circumstances where medication is necessary in order that the pupil remain in school, the school will cooperate.

 The administration of a prescription medication will be given after receiving a written statement from the parent or guardian requesting that school personnel assist the pupil as recommended by the doctor, and a written statement from the doctor stating that the administration of medication at school is necessary as no other time schedule for taking the drug is possible, diagnosis, method and amount,

and the time the medication must be given. A telephone call is acceptable for orders concerning changes in medication and can be accepted by the school nurse.

 The administration of medications shall be delegated only in accordance with this regulation:

1. A licensed, registered professional nurse may delegate the administration of prescription medications to unlicensed persons if:
2. The administration of the initial dose of medication has been previously administered to the pupil; or
3. The administration does not require calculation of any medication dosage (measuring a prescribed amount of liquid medication or breaking a tablet for administration is not calculation of medication dosage).
4. The following acts shall not be delegated to unlicensed persons:
5. Administration of medications by intravenous or
intramuscular injection route;
6. The administration of medications through intermittent positive pressure breathing machines; or
7. The administration of medications through a tube inserted into a cavity in the body with the exception of medications administered through feeding tubes. (Adopted: 2-13-89)

***ARTICLE XVI—DISEASES, COMMUNICABLE***

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper

reporting may be made to the county or joint board of health as required by current law.

 An employee afflicted with a communicable disease dangerous to the public

health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other district employees and to students.

 The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious, as authorized by the employee’s physician.

 The board reserves the right to require a written statement from the employee’s physician indicating that the employee is free from all symptoms of the communicable disease.

 If a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee’s physician before the employee returns to duty.

 Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent based upon consideration of the physical condition of the employee and the following factors:

1. The nature of the risk;
2. The duration of the risk;
3. The severity of the risk; and
4. The probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

 No information regarding employees with communicable diseases shall be released by district personnel without the employee’s consent except to comply with state or federal laws. (Adopted: 6-25-2012)

***ARTICLE XVII—DRUG-FREE WORKPLACE, ASSURANCES***

*Section 1* – Employment, Conditions of – As a condition of employment in the district, employees shall abide by the terms of this policy.

 Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

 Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five (5) days after the conviction.

 Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

 Each employee in the district shall be given a copy of this policy.

 This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions that may be taken under existing board policies or the Negotiated Agreement.

 The board believes that maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district. (Adopted: 4-10-1989, Revised: 6-25-2012)

*Section 2* – Testing, Drug and Alcohol – This policy shall apply to all employees who are performing safety-sensitive jobs for the district that require a commercial

drivers license (CDL) as defined by the Omnibus Transportation Act of 1991. A

board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety-sensitive position as defined by board policy. (See district plan book for particulars.)

(Adopted: 11-13-1995, Revised: 6-25-2012)

***ARTICLE XVIII—DRUG-FREE POLICY***

*Section 1* – Conduct, Student – As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense possess or use illicit drugs, controlled substances, alcoholic beverages, or tobacco/nicotine products on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

 1. First Offense: A first-time violator will be subject to the following sanctions:

1. A punishment up to and including short-term suspension; and
2. Suspension from all student activities for a period of not less than one (1) month.

 2. Second Offense: A second-time violator will be subject to the following sanctions:

1. A punishment up to and including long-term suspension of not less than one (1) semester or four (4) months; and
2. A student placed on long-term suspension under this policy agrees to complete a drug and alcohol rehabilitation program. If at anytime the student fails to make satisfactory progress in the program, the suspension will again be imposed.
3. Third and Subsequent Offenses: A student who violates the terms of this policy for the third time, and any subsequent violations, will be subject to the following sanctions:
4. A punishment up to and including expulsion from school for the remainder of the school year;
5. Suspension from participation in and attendance at all school activities for the year; and
6. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol education and rehabilitation program.

 Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes K.S.A. 72-8901, et. seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event it is agreed that the student will enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the student and his/her parents. A list of drug and alcohol counseling, treatment, and rehabilitation programs, along with the names and addresses of contact persons for the programs are on file with the clerk.

 Parents or students should contact the director(s) of the program(s) to determine the cost and length of the program(s).

 A copy of this policy and the list of available counseling, treatment, and rehabilitation programs will be provided to all students and the parents of all

students. Parents of all students will be notified that compliance with this policy is mandatory.

*Section 2* – Conduct, Employee – As a condition of employment in the district, all employees shall abide by the terms of this policy.

 Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, alcoholic beverages, or tobacco/nicotine products on district property, or at any school activity. Compliance with the terms of this policy is mandatory.

 Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, any employee who violates the terms of this policy will be subject to the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; or
5. Termination or dismissal from employment.

 Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action that is provided for in district policies or the Negotiated Agreement. If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. A list of acceptable drug and alcohol counseling, treatment, and rehabilitation programs available for employees of the district are on file with the clerk. Employees are responsible for contacting the director(s) of the program(s) to determine the cost and length of the program(s), and for enrolling in the program(s).

 A copy of this policy, along with a list of acceptable drug and alcohol counseling, treatment, and rehabilitation programs, shall be provided to all employees. (Adopted: 8-13-1990, Revised: 6-25-2012)

***ARTICLE XIX—CLASSES, DUAL CREDIT***

Logan High School will offer dual credit classes for juniors and seniors. Credit will be given toward completion of high school credits and accepted by Colby Community College, Colby, KS. No student is obligated to take any class for college credit. (Adopted: 8-13-1990, Revised: 6-25-2012))

***ARTICLE XX—GUN-FREE SCHOOLS***

*Section 1 -* A student shall not knowingly possess, handle, or transmit any object that can reasonable be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

 Definition of Weapons and Destructive Devices - As used in this policy, the term “weapon” and/or “destructive device” means:

1. Any weapon that will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive. This also includes any facsimile of a gun or any other device that is intentionally designed to propel/project objects.
2. The frame or receiver of any weapon described in the preceding example;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge of, mine, or similar device;
5. Any weapon that will, or that may, be readily converted to, expel a projectile by the action of an explosive or other propellant, any combination of parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediate preceding examples, and from which a destructive device may be readily assembled.
6. Any knife, commonly referred to as a switchblade, that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in that the knife, or any knife having a blade that opens, or falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.

Penalties – Possession of a firearm or other weapons or facsimile of a weapon shall result in expulsion from school for a period of one (1) calendar year, except the superintendent may recommend this expulsion requirement be modified

on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

 Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

*Section 2* - Reporting Criminal Possession of a Firearm by a Student – It is a crime for any person to possess a firearm at school, or on school property, or at a school sponsored event. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution. (Revised: 6-25-2012)

***ARTICLE XXI—LEAVE BUY-BACK, ADMINISTRATION***

*Administrator Retirement* – Buy-back of administrative leave at retirement is at the rate of eighty-three dollars and thirty-three cents ($83.33) a day.

 A retiring administrator will be reimbursed for all unused leave according to the following conditions:

1. Seven (7) to ten (10) years in the district = 50% of unused leave;
2. Eleven (11) to fourteen (14) years in the district = 75% of unused leave; and
3. Fifteen (15) plus years of service in the district = 100% of unused leave.

 *(For information on leave buy-back for teachers, see the Negotiated Agreement on file in the clerk’s office.)* (Revised: 6-25-2012)

***ARTICLE XXII—DRUGS and ALCOHOL, STUDENT ACTIVITIES***

 Drug and Alcohol Policy for Logan Jr./Sr. High School Extra- Curricular Activities.

*Section 1* – Philosophy and Purpose – It is USD #326’s belief that participation in extra-curricular activities is *not* a requirement, it is a privilege. Being a “student in good standing” is a requirement to participate. When a student chooses to participate in an activity, he/she is a member of that team for twenty-four (24) hours a day, seven (7) days a week during the duration of the season. USD #326 also recognizes that the abuse of illegal drugs (including, but not limited to, alcohol, tobacco/nicotine, prescription and non-prescription drugs, etc.) can pose a significant health risk. Their use can have negative effects not only on the users, but also on their families, team members, and other significant persons in their lives.

 It is the purpose of this policy to provide district-wide consistency in the attempt to eliminate the use of controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products by doing the following:

1. Educate the students on the dangers of using controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products;
2. Assist students that may be having problems as a result of using controlled substances such as alcohol, illegal drugs, and tobacco/nicotine products; and
3. Keep the students participating in the activities of the school.

*Section 2* – Rule – While a student is participating in an extra-curricular activity, she/he shall not:

1. Consume, possess, buy, sell, or give away a beverage containing alcohol;
2. Use, possess, buy, sell, or give away a tobacco/nicotine product; or
3. Use or consume, have in possession, buy, sell, or give away any other controlled substance defined by law as a drug.

*Interpretations:*

1. This rule applies to all activities sponsored by the Kansas State High School Activities Association (hereafter called “the KSHSAA”) interscholastic activities, including KSHSAA-sponsored tournaments and non-athletic activities.
2. This rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of

 the school year. Fall buffer week is part of the basketball season, and

 spring “buffer week” is part of the track season.

1. Penalties for violations of the USD #326 school policy shall be reported to the principal and activities director, and investigated.

 It is the responsibility of each coach/sponsor to communicate this policy to his/her players/participants and their parents/guardians, along with additional rules pertaining to the activity supervised. Coaches will make an electronic copy 0f season of the Activities Handbook available to all student-athletes each season. All participants in each activity will be required to have a signed contract on file prior to the beginning of each school year if they wish to participate in any extra-curricular activities.

*Section 3* – Violations, Reporting of – Violations may be reported in the following ways:

1. Self-admission by the student following the incident;
2. Witnessed by a member of the school faculty, staff, administration, other student, or patron. The report will be investigated and if confirmed, the student will receive the appropriate penalty. A ticket or citation, or any other notification by a law enforcement officer will also come under this category; and/or
3. Violations reported in a manner other than those listed above will be handled on an individual basis.

*Section 4* – Penalties and Procedures – Violations will be handled as follows:

1. *First Violation:*

 Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive days of competition/activities in which the student is a participant. No exception is permitted for a student who becomes a participant in a

treatment program. Penalties will be assessed for each activity in which the student is involved at the time.

 Procedure:

1. A conference with the student, parent or guardian, coach, school administration, and others deemed necessary will be held. The student will be counseled on the consequences of subsequent violations;
2. The student will correctly complete educational materials assigned by the school administration;
3. In a timely manner, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or a professional individual such as a drug counselor,

 medical doctor, psychiatrist, or psychologist. This will be done at parent/guardian expense.

 *Exception:* If self-admission was initially made by the student, she/he will be eligible when items “A” through “C” are completed. Suspension will be limited to only one (1) day of competition.

1. *Second Violation:*

 Penalty: After confirmation of the second violation of this policy during a twelve (12) month period or during the school year, the student will be suspended from all remaining non-graded activities for the remainder of the school year.

 Procedure: The school will refer the student for assessment of potential chemical abuse, misuse, or dependency, to a community agency or a professional individual outside the school.

 Clarifications:

1. After the violation has been confirmed by an administrator, periods of ineligibility will begin with the first contest of the season in which the student participates.
2. Periods of ineligibility will not prohibit the student from participating in practices for an activity.
3. A contest will be considered the day on which interscholastic competition is held. It is considered as a day of competition in which the student would normally compete.

 Questions about the intent of any section of this policy should be directed to the superintendent of schools/pre-K-12 principal. The student must acknowledge that she/he has read them and understands them in their

entirety. A signature line for the student and parent/guardian will follow this Article. (Adopted: 1999-2000; Revised: 7-11-2011)

***ARTICLE XXIII—CREDIT CARDS, USE OF***

*Section 1* – Rangeland – Gas credit cards from Rangeland Cooperative, Inc. will be issued to each regular bus driver to be used only for the purchase of fuel for district vehicles. If a receipt is made available by the vendor, that receipt will be included in the report submitted to the superintendent each month. Each recipient will be required to sign a statement verifying he/she understands the district policy.

*Section 2* – Walmart – The Walmart credit card issued to USD #326 will be used for school and district purchases only. Personal purchases will not be made with the school credit card. Purchases with the credit cards will follow the same procedure of all purchases: requisitions are to be approved by the building principal and

superintendent prior to the purchases. Original copies of credit card receipts are to be submitted to the district office for all items purchased with the district card. Before an employee of the district can use the Walmart credit card she/he will be required to sign a statement verifying he/she understands the district policy.

*Section 3* – VISA Card – There will be two (2) school district VISA credit cards that may be used purchases including, but not limited to, conference registrations, hotel reservations and payment, textbook purchases, supply purchases, vehicle fuel purchases, etc. One (1) card will be carried by the superintendent and one (1) card will be available for check out in the clerk’s office. There will be a five thousand dollar ($5,000) monthly limit on this card.

 Verification rules will be the same as those applied to the Walmart card.

*Section 4* – Credit Card Review – Use of the credit card by the superintendent and other employees will be reviewed monthly by the board. (Adopted: 7-9-2001, Revised: 6-25-2012)

***ARTICLE XXIV—DRESS CODE***

 In keeping with the USD #326 board policy of “Education for the Future,” the students should approach this dress code with a “dress for success” attitude. Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for the understanding and interpretation of this dress code. All employed staff of USD #326 will be expected to set an example of professionalism and dressing for success.

1. The USD #326 Dress Code applies to pre-kindergarten (pre-K) through grade twelve (12).
2. One’s appearance must be neat and clean:
3. Clothing must not be unreasonable soiled, badly worn, or torn;
4. Facial hair must be trimmed and maintained; and
5. Proper undergarments should always be worn.
6. Decency and good taste are required.
7. Clothing guidelines are:

 I. No midriff tops, halter tops, backless tops, one- shoulder tops or low-cut tops may be worn;

 II. Spaghetti strap tops, mesh tops, muscle shirts, tank tops, or shirts with the arms cut out (with drooping armholes), may be worn with a shirt or blouse underneath them;

 III. Shirts with less than a three (3)-finger width at the shoulder sea, will require a shirt under or over;

 IV. No shirt may be worn with writing or pictures on clothing that displays or promotes alcoholic beverages, illegal drugs, suggestive or obscene language, or violent acts; and/or

 V. Sports of physical education clothing is up to the discretion of the teacher/coach.

1. Shorts may be worn throughout the year, but must be appropriate in length.

 I. A good test for the length of shorts or skirts is that they be at least a minimum of mid-thigh in length.

 II. Concerning two (2)-piece outfits such as shorts, skirts, jeans, or slacks worn with a top, the outfit must touch at the waist and undergarments should not show.

 Hats or caps are not to be worn inside school buildings at school or any school-sponsored event.

 I. Hats may only be worn to school activities held outside (i.e., football games, track meets, etc.); and

 II. Students will be asked to remove their hats for the National Anthem at outside activities.

1. If any garment or apparel is distracting or potentially hazardous, it will be prohibited.
2. Shoes must be worn at all times.
3. This dress code is also in effect at extra- or co-curricular activities. Formal functions will be excluded, but decency is still expected.
4. If questions in dress arise, the principal shall make the final determination regarding the appropriateness of a student’s appearance.
5. The penalty for neglecting the USD #326 Dress Code is as follows:
6. *1st Violation:* The student will be asked to change clothes, and parents will be contacted.
7. *2nd Violation:* Detention and request a change of clothes.
8. *3rd Violation:* In-school suspension and request a change of clothes.(Adopted: 11-13-2001, Revised: 6-25-2012)

***ARTICLE XXV—TECHNOLOGY, ACCEPTABLE USE***

 USD #326 is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the district is to promote educational excellence in school by facilitating resource sharing, innovation, and communications. For purposes of this policy, the communications network included, but is not limited to: desktop and laptop computers iPads, the computer network, the Internet, e-mail, online services, digital handheld equipment, and storage devices.

 Because of the different ages of the students and their varying ability as well as maturity levels, not all these communications devices or networks are available to every student. Copies of the individual policies applicable to grade pre-K-four (4)-year-old through grade two (2), grade three (3) through grade five (5), and grade six (6) through grade twelve (12) are available in the school building and district offices or from the computer instructor(s) and/or the network administrator(s).

 *Student Responsibilities:* Students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; *students should not expect that files stored on district servers will be private.*

 *Permission:* Students must have permission from, and be under the supervision of, school district professional staff before utilizing district-provided computers, iPads, networks, the Internet, or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize the communications network unless a signed Student Acceptable Use Policy is on file. To remain eligible as users, student use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display school-appropriate conduct when using the computer equipment or network, and shall maintain an environment conducive to learning.

*Inappropriate use:* Uses of school-provided computers, networks, the Internet, or other online services are not permitted on the part of USD #326 students, and include, but are not limited to:

1. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
2. Transmitting obscene, abusive, sexually explicit, or threatening language;
3. Accessing another individual’s materials, information, or files without permission;
4. Using someone else’s account number or password, or allowing someone else to use one’s account number or password;
5. Using instant messaging or chat rooms at school, unless used for educational purposes and under teacher supervision;
6. Trespassing in folders not authorized to users;
7. Invading the privacy of individuals;
8. Harassing, insulting, or attacking others;
9. Representing oneself as someone other than she/he is;
10. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks, or destroying the date of another user, including creating, uploading, or intentionally introducing viruses;
11. Improperly altering the setup of computers (e.g., desktops, icons, wallpapers, screensavers, or installed software) as determined by the network administrator;
12. Failing to follow a district policy while using computers, or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff;
13. Using, possessing, or distributing any media containing applications or data inconsistent with educational objectives;
14. Removing hardware and/or software from the premises without prior authorization;
15. Violating any local, state, or federal statute;
16. Violating any federal or state copyright, or unfair trade law without permission;
17. Violating any federal, state, local, common law, or criminal law;
18. Violating any laws that might suggest libel or slander;
19. Conducting any activity that exposes the district to litigation or expenses;
20. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
21. Intentionally wasting limited resources;
22. Using the network for commercial purposes;
23. Using, disclosing, or disseminating personal information online, such as full name, home address, telephone number, etc., except with the approval of licensed or administrative district staff;
24. Using software that has not been assigned or approved by staff;
25. Gaining, or seeking to gain, unauthorized access to information resources or other computing devices; or
26. Personally benefiting from the sale of “User-Developed Subject Matter” created while under the supervision or employment of USD #326, unless approved by the board.

 *Violations:* Administrators, teachers, and other appropriate district employees will decide what is inappropriate use. Violations may include, but are not limited to, levels of discipline that range from warning(s) to possible expulsion. Specific punishments for each of the aforementioned grade levels are available in each building and district office, or from the computer instructor(s) and/or the network administrator(s).

 *Security Risk:* Any student identified as a security risk or having a history of problems with other computer systems may be denied access.

 *Disclaimer:* The district makes no warranties of any kind, whether expressed or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or use errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The district denies any responsibility for the accuracy or quality of information obtained through its system. The district is not liable for any commercial transactions conducted through its system.

 *Statements of personal belief:* Any statement of personal belief found on computers, networks, the Internet, e-mail, other online services, or any other telecommunication system shall be implicitly understood to be the author’s individual point of view, and not that of USD #326, its administrators, teachers, staff, or the participating school. No representations to the contrary shall be published without written approval from the designated administrator. Administrators or their designees may review all content in any Internet or online accounts paid for, in whole or in part, by the district, without notice of any kind.

 *Student Acceptable Use Policy annual review:* Prior to use of the school communication network, each student shall submit a signed Student Acceptable Use Policy form for his/her appropriate grade level for filing in the school office. If a student is under the age of eighteen (18), or has been adjudicated, a parent or guardian shall also sign the contract. New Student Acceptable Use Policy forms must be signed and submitted each school year. The Student Acceptable Use Policy applies to all students regardless of whether they have submitted a signed Student Acceptable Use Policy form. If a student does not have a current Student Acceptable Use Policy form on file as required above, access to all district computer services and accounts is prohibited.

*District Technology Plan:* The administrative implemental procedures in this policy shall be consistent with the USD #326 Technology Plan adopted by the board.

(Revised: 6-25-2012)

***ARTICLE XXVI—LUNCH PERIOD, CLOSED***

 Students will not be allowed to leave the school building during the lunch period. They will either need to purchase lunch from the school or bring their lunch

from home and eat in the cafeteria. The parking lot will be off limits during this time. (Adopted: 6-10-2003, Revised: 6-25-2012)

***ARTICLE XXVII—BULLYING***

 The USD #326 board prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.

 The administration shall propose, and the board shall review and approve, a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event.

 The plan shall include provisions for the training and education of staff and students. The plan shall be submitted to the board for its approval. When the plan is approved, the superintendent shall assure that the plan is implemented.

 Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate,

students who violate the bullying prohibition shall be reported to local law enforcement.

 As used in the policy, the following definitions apply:

1. *Bullying* means:

Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows, or should know, will have the effect of:

I. Harming a student or staff member, whether physically or mentally;

 II. Damaging a student’s or staff member’s property;

 III. Placing a student or staff member in a reasonable fear of harm to the student or staff member; or

IV. Placing a student or staff member in a reasonable fear of damage to the student’s or staff member’s property;

B. Cyberbullying; or

C. Any other form of intimidation or harassment prohibited by any policy of USD #326.

1. *Cyberbullying* means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online game, and websites.
2. *School vehicle* means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event. (Adopted 9-10-2007; Revised: 7-14-2008, 6-25-2012)

***ARTICLE XXVIII—VANDALISM***

*Section 1* – Vandalism Protection – All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes, or similar compartments at the close of each school day.

 In the event of vandalism, the board may offer a reward according to law.

*Section 2* – Restitution for Damages – The board shall seek restitution according to law for loss and damage sustained by the district.

 The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consulting with appropriate personnel.

 When a juvenile is involved, the superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

 Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

 Accounts not paid in full within the specified time may be processed for legal action.

*Section 3* – Return of School Property – School property must be returned by students. If a student does not return district property the superintendent may take action allowed by law.

*Section 4* – Graffiti – Graffiti written on the walls, curbs, or other property will be considered vandalism. Acts of vandalism will be handled on an individual basis by the school or may be turned over to local law enforcement agencies for prosecution.

(Adopted: 9-13-93)

*Section 5* – Offering a Reward – The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

 When the board decides to offer a reward, the notice to be published by the superintendent shall conform to the following:

 “The board of education, as authorized by K.S.A. 12-1672a,

 hereby offers a $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(up to $500.00) reward to any

 person who first provides information leading to the discovery,

 arrest and conviction of the person or persons responsible for acts

 of vandalism on property, real or personal, owned by the school

 district or rightfully located on school district premises by its

 employees or students.

 Persons having any knowledge are urged to contact the

 superintendent of schools at 305 North Sherman, Logan, KS,

 67646, telephone 785.689.7595. The board reserves the right to

 determine the deserving recipients of the reward in the event of

 corroborating and supplementary information.” (Revised: 6-25-2012)

***ARTICLE XXIX—ADDITIONAL POLICIES***

*Section 1* – Activities, Exclusion from – The superintendent or principal shall have the authority to exclude pupils from participating in or representing the school in

any activity or athletic contest for reasons of unsatisfactory conduct, attitude, scholastic achievement, or personal appearance.

*Section 2* – Eligibility, Athletic/Activity, Gr. 6, Jr. and Sr. High School – Academic standing is very important and students must be performing in the classroom in order to represent USD #326. This eligibility rule applies to all students in grades six (6) through twelve (12) participating in any extra-curricular activities. This includes any and all extra-curricular activities, including dances, with the only

exception being class related activities that would negatively affect a student’s grade. The building administrator will make the final decision regarding eligibility.

Teachers will turn in grades weekly on Monday. If a student has a failing grade(s) in any subject, she/he will have until the next Monday to raise his/her grade(s). If at that time there is still an “F” in any subject, the student will be ineligible beginning immediately until the following Monday. He/she will remain ineligible until all grades are passing at check time.

 Grades will be determined on an accumulative basis each marking period. Eligibility will not be checked until the 3rd Monday of each new marking period. This allows two (2) weeks for grades to be accumulated before beginning weekly checks. Students will be allowed to practice during the time of eligibility.

 *(See also ART XXII, Sec 1-4, Pgs 39-40 for additional eligibility information regarding activities.)* (Revised: 6-25-2012)

*Section 3* – Dual Participation in Sports – Each student shall be limited to participating in one (1) sport per season. (Adopted: 3-30-94, Revised: 6-25-2012)

*Section 4* – Graduation Requirements – A student shall be eligible for graduation from grade twelve (12) upon completion of ten (10) units of elective courses, and any additional requirements that may be imposed by the board, for a total of twenty six (26) credits. (Adopted: 6-26-96)

 *Requirements for all Courses:*

1. Four (4) units of English language arts, which shall include English I, II, and III plus either English IV or Speech;
2. Three (3) units of social studies, which shall include one (1) unit of American History and one (1) unit of United States Government;
3. Three (3) units of science, including one (1) unit as a laboratory course;
4. Three (3) units of mathematics;
5. One (1) unit of health and physical education;
6. One (1) unit of computer technology;
7. One (1) unit of fine arts; and
8. Ten (10) units of elective courses.

*Section 5* – Meal Allowances – Students who are away from Logan at meal time on a scheduled and approved trip, representing USD #326, will be entitled to a meal

allowance not to exceed $5.00 for breakfast, $5.50 for lunch, and $6.00 for supper.

Regularly scheduled ball games or league events are excluded. *Example:* Such things as shop or computer class participation at Hays would be allowed, but class trips or field trips would not be allowed as the students would not be representing the school. (Adopted: 7-12-99)

*Section 6* – Activity Tickets – All students in grades six (6) through twelve (12) shall purchase activity tickets; the price shall be ten dollars ($10.00). Students in grades kindergarten (K) through grade five (5) may purchase activity tickets for fifteen dollars ($15.00). These tickets allow admittance to all home junior and senior high school regular season athletic contests.

 Students in kindergarten (K) through grade five (5) must be accompanied by a parent/guardian.

*Section 7* – Activity Funds – The various activity money amounts for all attendance centers will be held by the secretary of the high school. All withdrawals and deposits will be through the same. All withdrawals will be made with accompanying vouchers. The secretary will be bonded for a minimum of ten thousand dollars ($10,000). The secretary will be responsible for the accounting of all activity accounts to the superintendent and the board. The checks will bear the signature of the secretary and/or a school principal, and/or the superintendent.

*Section 8* – Gate Receipts – Gate receipts for athletic activities shall be the responsibility of the building principal involved in the activity. The admission price for home high school football, volleyball, and basketball games will be five dollars ($5.00) for adults and three dollars ($3.00) for students. Admission price for junior high school games will be two dollars ($3.00) for adults and one dollar ($2.00) for students.

*Section 9* – Concessions – It is the responsibility of each building principal involved to see that the concessions are properly prepared for, managed, and maintained. A complete running inventory will be kept with a distribution of profits at the end of each season—football, basketball, and track. Profits will be distributed based on the class or organization operating the concessions. (Adopted: 8-8-1983, Revised:

6-25-2012)

 No student or parent will be requested to pay for concession supplies nor requested to furnish supplies for concessions. Concession supplies will be purchased in wholesale quantities as much as possible. Concession prices will be established by the school administration. The sponsorship of concession activities will be determined by the administration. (Revised: 6-25-2012)

*Section 10* – Money, Class and Organization – It shall be the responsibility of the class or organization sponsor and treasurer to collect and record all money due the class or organization. Collections of money are due and shall be completed and turned in to the high school activity fund accountant within forty-eight (48) hours. All expenditures will be made from an activity fund purchase order that must be signed by the sponsor and treasurer before a check will be issued. Funds must be available before expenditures can be made. A report will be given by the activity fund accountant to the sponsor and treasurer at the end of each month. (Adopted:

8-8-1983, Revised: 6-25-2012)

 Class dues will be limited to not more than one dollar ($1.00) per semester. Should the assessment of higher dues be necessary, a request for such an increase will be made in writing, approved by the Student Council, and submitted to the

building principal. She/he will submit the request to the superintendent to be presented for board approval if, in his/her judgment, the increase is warranted.

*Section 11* – Projects, Money-Making – All classes desiring to participate in a money-making project will submit the project in which they wish to participate in writing to the building principal. The project information must contain the how, when, and where the project will be carried out, and for what purpose the money raised will be used. All projects must have the written approval of the sponsor before presenting it to the principal.

*Section 12* – Activities, Social – Attendance at all school social activities shall be limited to bona fide students of USD #326 and approved adult sponsors or supervisors. This includes all school parties and dances, excluding formal activities for the high school. Outside guests will be permitted at formal high school activities upon approval through the office of the principal. Teachers and sponsors or parties in grades one (1) through five (5) will not permit dancing, except square dancing as taught in the music department.

 *(See also Sec 2 in this ART and ART XXI, Sec 1-4 for additional eligibility information regarding activities.)*

*Section 13* – Commencement Speaker – The speakers for grade school and high school Commencements will be approved by the administration and the board. Expenses for commencement speakers will be paid by the school district.

*Section 14* – Commencement, Place of – All Commencement exercises will be held in the school auditorium unless otherwise determined by the board. (Adopted:

9-14-1987, Revised: 6-25-2012)

*Section 15* – Honor Cords – To wear an honor cord at Commencement, a senior must meet one (1) of the two (2) following qualifications: Membership in the National

Honor Society or has achieved a 3.25 grade point average over a four- (4)-year grades nine (9) through twelve (12) high school program. (Adopted: 9-14-1987, Revised: 6-25-2012)

*Section 16* – Commencement Attendants – The senior class may choose up to four (4) Commencement attendants from the junior students. (Adopted: 3-12-1990, Revised: 6-25-2012)

*Section 17* – Bonding of Employees – It shall be the responsibility of the superintendent to see that the following employees are bonded in the following minimum amounts: treasurer of activity funds – ten thousand dollars ($10,000), school district treasurer – fifty thousand dollars ($50,000), school district clerk –

fifty thousand dollars ($50,000), superintendent of schools – ten thousand dollars ($10,000), and food service program accountant five thousand dollars ($5,000).

*Section 18* – Activity Passes, Complimentary – Individuals who are sixty-five (65) years of age and older will be issued complimentary passes to all school functions. Requests for passes may be made to any school administrator. (Adopted: 2-1-1973, Revised: 6-25-2012)

*Section 19* – Checks, Unpaid – The superintendent is instructed to notify the individual by Certified Mail that any returned check(s) will be submitted to the proper authorities for prosecution if restitution is not made within seven (7) days after receipt of the notice. (Adopted: 12-12-1977, Revised: 6-25-2012)

*Section 20* – Para-Educators - To encourage the professional growth of para-educators, a payment of twenty five dollars ($25.00) per semester hour for accredited college courses (to a maximum of two hundred twenty five dollars [$225.00] per year, considered to start September 1 of each year) will be paid for each semester hour approved by the superintendent.

*Section 21* – National Honor Society, Selection of Members – Any school personnel with children that are candidates for membership in the National Honor Society will not be on the selection committee. A student who is eligible and wishes to be considered for the National Honor Society will submit a list of qualifications to the selection committee stating why he/she should be selected. (Adopted: 1-9-1984, Revised, 6-25-2012)

*Section 22* – Awards, Non-Athletic – Letter awards will be given to students who participate in scholars bowl, band, vocal, and forensics, and who, in the process, meet the standards set as criteria for lettering. The purpose of these awards is to give recognition to those students who have been actively involved in these activities and who, in the process, have brought positive recognition to themselves as well as their school. The criteria for lettering in scholars bowl, an activity in which the students practice and compete outside the school day, is based upon a “points system” established by the sponsor of the activity. In band, vocal, and forensics, subjects taught during the school day but normally “performed” outside of

class, the criteria for lettering centers around qualifying for the state festivals. In band and vocal, any soloist or ensemble that qualifies for the state music festival will receive a music letter. Lettering in forensics is similar in that participants must qualify for the state speech and drama festival. (Adopted: 12-11-1995, Revised: 6-25-2012)

*Section 23* – Honor Roll – An honor roll shall be established for students in grades seven (7) through twelve (12). The standard of the district shall be a four (4) point system. The honor roll will consist of two (2) levels, the first being the “Honor Roll” for students who have a grade point average of 3.50 or better. The second level will

be “Honorable Mention” for students who have a grade point average of 3.00 to 3.49. In figuring the honor roll the following scale is used: A=4, B=3, C=2, and D=1.

 High school students who compile at least a 3.75 grade point average for each of the first three (3) marking periods and have no grade lower than a “B” will be awarded a scholastic medallion. Honor pins will be awarded to those high school

students who attain a 3.50-3.74 grade point average for each of the first three marking periods and have no grade lower than a “B.” (Approved: 1-8-1996, Revised: 6-25-2012)

*Section 24* – Crimes at School, Reporting to Law Enforcement – Any district employee who knows or has reason to believe any of the following has occurred at school, on school property, or at a school-sponsored activity shall immediately report this information to local law enforcement:

1. An act which constitutes the commission of a felony or a misdemeanor; or
2. An act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

(Adopted: 7-12-1999, Revised: 6-25-2012)

**PERSONAL PROTECTIVE EQUIPMENT PLAN Appendix A**

**I. Purpose**

This Personal Protective Equipment Plan is necessary to provide a safe and healthful workplace for our employees, and to comply with Occupational Safety and Health administration (OSHA) regulations 29 CFR 1910.132. The purpose of this plan is to ensure the safety and health of our employees using personal protective equipment.

**II. General Program Management**

**A. Responsibility**

The Safety Officer will assess the workplace to determine if hazards are present, or likely to be present, which will necessitate the use of personal protective equipment. All employees have the responsibility to comply with company policies on the use of personal protective equipment.

**B. Program Review and Update**

The personal protective equipment plan will be reviewed or updated whenever there is new equipment or personnel changes that might affect the plan.

**III. Methods of Compliance**

**A. Hazard Assessment and Equipment Selection**

When hazards are present, or likely to be present, the Safety Officer will:

-Select and have each affected employee use the types of personal protective equipment that will protect them from the hazards identified in the hazard assessment.

-Communicate selection decisions to each affected employee.

-Select Personal Protective Equipment that properly fits each affected employee.

Damaged and defective personal protective equipment shall not be used.

**B. Training**

The Safety Officer will provide training to each employee who is required to use personal protective equipment. Each employee will be trained to know at least the following:

-When personal protective equipment is necessary;

-What personal protective equipment is necessary;

-How to properly put on, take off, adjust, and wear the personal protective equipment;

-The limitations of the personal protective equipment;

-The proper care, maintenance, useful life and disposal of personal protective equipment.

When the Safety Officer has reason to believe that any affected employee, who has already been trained, does not have the understanding and skill required to use the personal protective equipment, the Safety Officer will retrain such employee.

Circumstances where retraining is required include, but are not limited to:

-Changes in the workplace render the previous training obsolete or,

-Changes in the types of personal protective equipment to be used that render previous training obsolete or,

-Inadequacies in an affected employee's knowledge or, usage of the equipment.

Each affected employee will demonstrate an understanding of the training and the ability to use personal protective equipment properly, before being allowed to perform work requiring the use of personal protective equipment.

(Adopted 7-1-2016)

HAZARD COMMUNICATION PROGRAM Appendix B

**I. PURPOSE**

In order to protect our employees and comply with 29 CFR 1910.1200 the Hazard Communication Standard, the following written Hazard Communication Program has been established for our company. Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning in confined spaces, and the hazards associated with chemicals in unlabeled pipes.

**II. GENERAL PROGRAM MANAGEMENT**

**A. Responsibility**

The Safety Officer has responsibility for this program. The Safety Officer will review and update the program, as necessary

**B. Program Review and Update**

The Hazard Communication Program will be reevaluated as necessary. The MSDS's will be renewed as necessary in order to assure that all chemicals used are current. Training and reviewing of the program will also be done under these circumstances:

1) for employees before they are sent to their work station

2) when new chemicals or hazardous materials are introduced into work areas.

**III. METHODS OF COMPLIANCE**

**A. List of Hazardous Chemicals**

The Safety Officer will keep lists of all hazardous chemicals and related work practices used in the facility, and will update the lists as necessary. (When new chemicals or MSDS sheets are received). The lists of chemicals identifies all of the chemicals used in the work areas. Each list also identifies the corresponding MSDS for each chemical. The lists of these chemicals will be maintained by, and is available from the Safety Officer.

**B. Container Labeling**

The supervisor in each section will verify that all containers received for use will:

1) Be clearly labeled as to the contents,

2) Note the appropriate hazard warning,

3) List the name and address of the manufacturer.

The Safety Officer will refer to the corresponding MSDS to assist in verifying label information. Containers that are shipped from the plant will be checked by the supervisor of shipping and receiving to make sure all containers are properly labeled.

The Safety Officer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels. For help with labeling, please see the Safety Officer. The Safety Officer will review and update the company labeling system as needed.

**C. Material Safety Data Sheets**

The Safety Officer will be responsible for obtaining and maintaining the data sheet system for the company. The Safety Officer will review incoming Material Safety Data Sheets for new health or safety information. He will see that any new information is included in the program and that the new information is passed on to the affected employees.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact the Safety Officer.

**D. Employee Training and Information**

The Safety Officer is responsible for the employee training program. They will ensure that all elements specified below are carried out.

Prior to starting work each new employee of this company will attend a health and safety orientation and will receive information and training on the following:

1) An overview of the requirements contained in the Hazard Communication Standard,

2) Chemicals present in their workplace operations,

3) Location and availability of our written hazard program,

4) Physical and health effects of the hazardous chemicals,

5) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,

6) How to lessen or prevent exposure to these chemicals through usage of control/work practices and personal protective equipment,

7) Steps the company has taken to lessen or prevent exposure to these chemicals,

8) How to read labels and review MSDS's to obtain appropriate hazard information,

9) And the location of MSDS file and hazardous chemical list.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. The Safety Officer is responsible for ensuring that MSDS on the new chemical(s) are available.

**E. Hazardous Non-Routine Tasks**

Any maintenance, or other infrequent work shall be reviewed by the Safety Officer for potential exposure to hazardous chemicals or other safety problems. (e.g., cleaning tanks, entering confined spaces, etc.) Permits shall be required for working on energized systems, and valve closures. Appropriate lock-out and tag-out procedures shall be followed. (See Facility's Lock-out Tag-out Policy)

**F.**  **Informing Contractors**

It is the responsibility of the Safety Officer to provide contractors and employees the following information:

1) hazardous chemicals to which they may be exposed to while on the job site,

2) precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The Safety Officer will be responsible for contacting each contractor, before work is started in the company, to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

(Adopted 7-1-2016)

**LOCKOUT-TAGOUT PROGRAM Appendix C**

**I. Purpose**

This procedure establishes requirements for the lockout of energy isolating devices. It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

**II. General Program Management**

**A. Responsibility**

1. Management

2. Qualified Employees

3. Authorized Employees

4. Affected Employees

It is the responsibility of management to approve all hazardous energy control procedures. Approvals can be given by Safety Officer.

Authorized employees shall be knowledgeable about the lockout procedure for each piece of equipment, the type and magnitude of the energy that each piece of equipment utilizes, and the hazards of the energy.

Affected employees and any other employees whose work operations are or may be in the area, will be knowledgeable about the purpose and the use of the energy control procedure and the prohibitions against attempting to restart the equipment during lockout.

Qualified employees shall be knowledgeable about electrical energy hazards and lockout procedures. Only qualified employees may lockout or tagout electrical equipment.

**B. Program Review and Update**

To keep our general program up-to-date, it is reviewed and updated as necessary and whenever new equipment is put into service.

**III. Methods Of Compliance**

**A. Lockout or Tagout System Procedure**

The authorized employee (in conjunction with the qualified employee if necessary) shall perform the lockout procedure for the equipment being serviced.

**B. Outside Service or Contractor Personnel**

Outside personnel or contractors that may be involved with or affected by the energy control procedures must submit their energy control procedures to the Safety Officer. Affected employees of this company will be trained and notified of the proper procedures by the Safety Officer.

**C. Testing or Positioning of Equipment During Lockout**

In situations in which lockout devices must be temporarily removed from the energy isolating device because the machine or equipment must be energized to test or for positioning, the authorized employee shall consult the Energy Control Procedure and follow the sequence of actions listed for Restoring Equipment to Service. Once the testing or positioning is complete and before servicing or maintenance is continued, deenergization following the steps on the Energy Control Procedure shall be re-instituted.

**IV. Information And Training**

Training will be given on lockout by the Safety Officer.

Authorized Employees will be trained on the following:

1. Recognition of applicable hazardous energy sources.

2. The type and magnitude of the energy available in the workplace.

3. The method and means necessary for energy isolation and control.

Affected Employees will be trained on the following:

1. The purpose and use of the energy control procedure.

Other Employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure and the prohibitions against attempting start-up of any locked out equipment.

Qualified employees (those permitted to work on or near exposed energized parts) shall, at a minimum, be trained in and familiar with:

1. The electrical energy control procedure.

2. The skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.

3. The skills and techniques necessary to determine the nominal voltage of exposed live parts.

1. The appropriate clearance distances specified in 29 CFR 1910.333 (c) and the corresponding voltages to which the qualified person will be exposed.

Authorized and qualified employees will be given training prior to any initial involvement in the lockout procedures. Affected employees will be given training at the time of hiring.

Retraining will be given whenever there is a change in job assignment, a change in equipment or processes that would create a new hazard, or whenever a change would occur in the company's hazardous energy control procedures.

**V. Energy Control Procedure**

**A. Scope**

This procedure establishes performance requirements for the control of energy during servicing and/or maintenance of machinery and equipment at our company.

**B. Purpose**

This procedure shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

**C. Compliance With This Program**

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

An authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment; this could include an "affected" employee if that employee's duties include performing servicing or maintenance covered under this procedure. An affected employee is an employee whose job requires him/her to operate or use a machine in which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance are being performed.

**D. Sequence of Lockout**

1) Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

2) The authorized employee shall refer to the company's detailed Energy Control Procedure for each type of machine or piece of equipment to be locked out; to identify the type and magnitude of the energy that the machine or equipment utilizes, to understand the hazards of the energy, to know the methods to control the energy. Our company shall have trained the authorized employee to enable him/her to understand the hazards and know the methods to control the energy.

3) If the machine or equipment is operating, shut it down by the normal stopping procedure (for example: depress the stop button, open switch, close valve, etc. Remember to include the specific normal stopping procedure for each machine or piece of equipment of the Energy Control Procedure.).

4) De‑activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5) Lock/Tag out the energy isolating device(s) with assigned individual lock/tag(s).

6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

 7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Caution: Return operating control(s) to neutral or "off" position after

8) For deenergized conductors or parts of electrical equipment only: If a lock cannot be applied, a tag may be used by the qualified person without a lock if it is supplemented by at least additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. List the safety measures to be used, for example, the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

9) For deenergized conductors or parts of electrical equipment only: A qualified person (one who is familiar with the construction and operation of the equipment and the electrical hazards involved) shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been deenergized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test. (List the qualified person and the testing instrument to be used.)

10) The machine or equipment is now locked out.

**E. Restoring Equipment To Service**

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

3) Verify that the controls are in neutral.

4) Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

**F. AUTHORIZED REMOVAL OF LOCKS AND TAGS**

MANAGEMENT IS AUTHORIZED TO MAKE EMERGENCY REMOVAL

OF LOCKS/TAGS ONLY UNDER THE FOLLOWING CIRCUMSTANCE.

1. receipt of a request from appropriate work area supervisor stating reason the authorized employee is unable to re-move the locks/tags.

2.management or the supervisor is responsible for making certain all of the requirements for re-energization of the system are followed.

3.verification by management that the authorized employee who implemented the procedure is not at the facility.

4.management has taken all reasonable steps to contact the authorized employee to notify them that their locks or tags have been removed.

**Do not tamper with any locks or tags that are in place. If you feel the locks or tags have been left by mistake, notify your supervisor immediately. The supervisor will take the appropriate steps to notify the authorized employee or management, that locks or tags are in place.** (Adopted 7-1-2016)

**LOGAN USD 326 Student Meal Policy**

Students of Logan Schools are required to pay meal fees in advance.  Each student will have a meal account where advance payments will be posted.

When a student’s meal account balance falls below $10, parents/guardian can be notified via e-mail, if they sign-up for such notification through PowerSchool.

If a student’s meal account balance becomes negative $20, the parent and/or guardian must provide a sack lunch from home until there is a positive balance in the student meal account.

If a student does not have a sack lunch and has a negative balance, the student will be provided with a cold sandwich, fruit and milk, or another appropriate alternate meal, and student meal account will be charged.

Refunds for food service monies collected for student meal accounts shall be made at the time of student transfer, withdrawal, or at the close of the school year.